

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET		
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER				
RECOMMENDED								
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE					9. INCUMBENT (Optional)			
OFFICIAL								
10. TITLE Computer Clerk								
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER	
GS	335		03	MONTH/DAY/YEAR	YES NO		MS	
				4/22/02				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)								
1st				5th				
2nd				6th				
3rd				7th				
4th				8th				
SUPERVISOR'S CERTIFICATION								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.								
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM								
FACTOR		25. FLD/BMK	26. POINTS	FACTOR		25. FLD/BMK	26. POINTS	
1. Knowledge Required		1-2	200	6. Personal Contacts		6-1	10	
2. Supervisory Controls		2-2	125	7. Purpose of Contacts		7-1	20	
3. Guidelines		3-1	25	8. Physical Demands		8-2	20	
4. Complexity		4-2	75	9. Work Environment		9-1	5	
5. Scope and Effect		5-1	25	27. TOTAL POINTS				505
Grade based on Computer Clerk & Assistant Series Std., GS-335 (TS-40 dtd 2/80)						28. GRADE	28. 03	
CLASSIFICATION CERTIFICATION								
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)								
32. Remarks FLSA: N					Standard Job#335-03		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 03	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 335	3. OCC FUNC.	4. OFF. TITLE CD 0002	5. OFF. TITLE (38) COMPR CLK		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 03CT			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. </div> <div> 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade </div> <div> 9=Other </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE				31. DATE			
32. REMARKS Standard Job #335-03							

**Computer Clerk
GS-335-3**

Standard Job #335-03

A. Introduction

The incumbent of this position provides general computer support to administrative, technical, and/or professional staff.

B. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Uses personal computer, software, and related equipment to create a variety of basic reports and databases.

Receives and sorts a variety of data for input into reports or database format.

Maintains reports and databases by extracting and recording information and inputting new information as appropriate.

Searches for missing data or data error.

Assists in miscellaneous office duties, (i.e. filing, typing, answering phones, etc.) as necessary.

C. Evaluation Factors

1. Knowledge Required by the Position

(FLD 1-2, 200 PTS)

Knowledge of appropriate software package to create, type, edit, print and retrieve reports and databases.

Skill in operating a personal computer to produce work accurately and efficiently.

Skill in operating related equipment such as printers.

Ability to organize and categorize data information for input into appropriate reports or databases.

2. Supervisory Controls

(FLD 2-2, 125 PTS)

The supervisor provides instructions with assignments and defines priorities and objectives. More detailed guidance is provided by the supervisor when new, difficult, or unusual tasks are assigned. Within established procedures, the incumbent accomplishes work independently referring any problems

that arise to supervisor or designee. Completed work is reviewed for compliance with standard procedures and technical accuracy.

3. Guidelines (FLD 3-1, 25 PTS)

Guidelines include established practices and procedures. Software manuals and tutorials are also available for reference. The supervisor is available for guidance to explain new or unique assignments. Judgment is required to select and apply appropriate guides. Situations for which no established guidelines exist are referred to the supervisor.

4. Complexity (FLD 4-2, 75 PTS)

The incumbent works with a variety of reports and databases. The creation and maintenance of reports and databases is ongoing. Actions to be taken regarding the compiling and inputting of data information are decided by the incumbent.

5. Scope and Effect (FLD 5-1, 25 PTS)

The purpose of the work is to provide computer support and this support results in more efficient utilization of information. The work products and services facilitate the work of others in the organization.

6. Personal Contacts (FLD 6-1, 10 PTS)

Personal contacts include coworkers and office visitors and callers.

7. Purpose of Contacts (FLD 7-1, 20 PTS)

Contacts are made to obtain or give information.

8. Physical Demands (FLD 8-2, 20 PTS)

Work is primarily sedentary although some walking, standing, bending, and carrying items weighing as much as 50 pounds is required.

9. Work Environment (FLD 9-1, 5 PTS)

Work may be performed in an office, laboratory, greenhouse, etc. The work may be located within an environmentally controlled area.

Computer Clerk
GS-335-3

Standard Job #335-03

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

Total Points = 505 PTS

Grade Conversion = GS-335-3 (455-650)

May 11, 2000